

Submission Requirements for Transferring Business

1. Completed Zoning Permit (Only complete information in bold box).
2. Copy of Deed or Lease Agreement with owner of property.
3. Photo ID of applicant.
4. Photo of front of property where business is located.
5. Floor plan of business.
6. Signage – see Zoning Ordinance Section 27-1701 – 27-1725 (Link to webpage)
7. Check or money order for \$50 for business and \$50 for sign.

Additional license/fees/inspections that may be necessary to acquire: Business Privilege License (Rm 127), Fire inspection (141), Building, Heating, Health, Plumbing, Electric inspections (Rm 310)